

PEP - Mentor/Educator User Guide

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How to View Mentors Linked to your PEP

1. Login to PEP as usual.
2. Search for the PEP you want to look at and click on the View eye icon as in Figure 1 below.

CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile PEP ver. 8/10 V06 Lib V07

Home Mentors PEP Log Change Details Log Out Help

Practice Environment Name:

Status: ☒ Active ☐ De-Active ☐ All

Check Out status: ☐ Checked Out by current User ☐ Not Checked Out ☒ All

Search Clear Search

☒ Available
☐ Checked out by someone else
☐ Checked out by you
☐ Is due for an update

Status	Practice Environment Name	Check Out To	View	Check Out	Undo Check Out	Check In	Next Review Date	Last Checked In
<input checked="" type="checkbox"/>	PEP TEST UNIT						08/07/2014	08/01/2014 12:07:09

Figure 1

3. To view the mentors currently attached to this PEP click on the Educators/Mentors tab as shown in Figure 2.

UNIVERSITY Home Mentors PEP Log Change Details Log Out Help

Host Name: **PEP TEST UNIT**
Current Sequence: **33** Last updated on **08/01/2014**

PEP Setup Reports Students on Host General Learning Environment **Educators/ Mentors** Facilities Travel Health & Safety Policies & Procedures Audit Configuration

educator/ mentor linked to PEP's live and new (if PEP checked out) sequence
 educator/ mentor not linked to PEP's live, but added to new (PEP checked out) sequence
 educator/ mentor linked to PEP's live, but removed from new (PEP checked out) sequence
 educator/ mentor linked to PEP current user has no rights to

Status	Mentor's Name	Checked Out To	View Details	Remove
	TEST, PEP			

Figure 2

How to Add a Mentor

1. Login to PEP as usual.
2. Once logged in, instead of searching for a PEP, click on the Mentors tab (Figure 3).

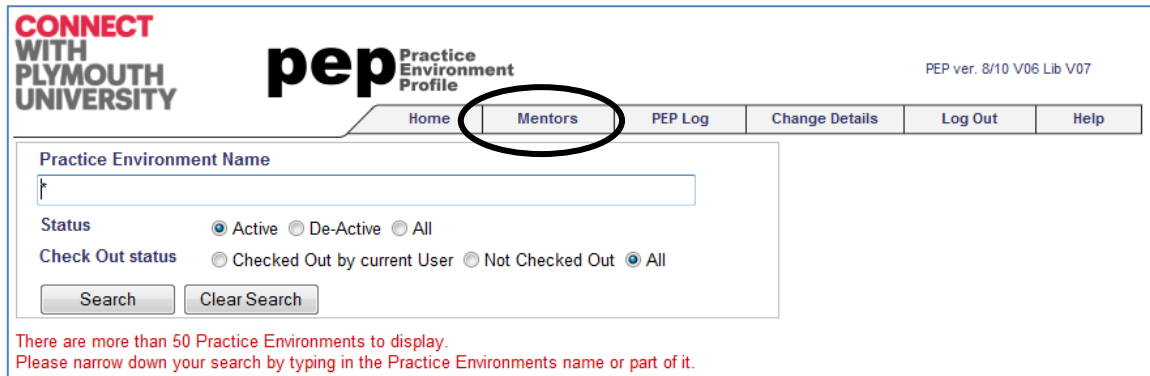
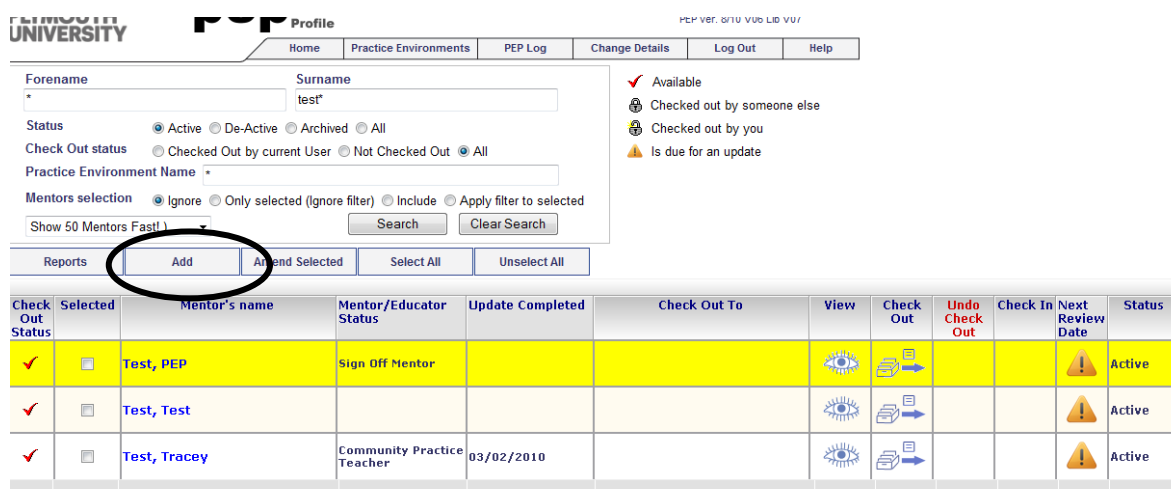


Figure 3

(NB: Please ensure that the mentor you are adding is not already on the system by searching for them first. When searching, please change the status to “All” as this will display inactive mentors as well as active).

3. You will see the screen below (Figure 4). Click on the ‘Add’ button.



Check Out Status	Selected	Mentor's name	Mentor/Educator Status	Update Completed	Check Out To	View	Check Out	Undo Check Out	Check In	Next Review Date	Status
✓	<input type="checkbox"/>	Test, PEP	Sign Off Mentor								Active
✓	<input type="checkbox"/>	Test, Test									Active
✓	<input type="checkbox"/>	Test, Tracey	Community Practice Teacher	03/02/2010							Active

Figure 4


NB: Do not use the Amend Selected tab as this function is for batch processing only.

4. You will now be taken into Edit Mode (as shown in Figure 5). Enter the new mentor information.

CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile PEP ver. 8/10 V06 Lib V07

Home Practice Environments PEP Log Change Details Log Out Help

educator/ mentor Name
New Sequence 1 07/01/2014 Edit **Save** Cancel

 (check in) Reports Details Practice Environments

- Edit Mode -

Directorate/Team

Forename **Surname**

Employee Number **Mentor's status**
☒ Active ☐ De-Active ☐ Archived

Job Title

FT/ PT **Professional Registration/ Type of Practitioner**

Mentor/ Educator Preparation/ Qualification **Date Qualification Obtained** **Level**

Type of Update **Update Completed** **Triennial Review Date Completed**

Mentor/Educator Status

Figure 5

5. Once you have finished entering the information, click 'Save' and then 'Check In' as circled in Figure 5. You will now see your Mentor has been created as in Figure 6.

CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile PEP ver. 8/10 V06 Lib V07

Home Practice Environments PEP Log Change Details Log Out Help

Forename Surname

Status ☒ Active ☐ De-Active ☐ Archived ☐ All

Check Out status ☐ Checked Out by current User ☐ Not Checked Out ☒ All

Practice Environment Name

Mentors selection ☒ Ignore ☐ Only selected (ignore filter) ☐ Include ☐ Apply filter to selected

Show 50 Mentors Fast! Search Clear Search

Reports Add Amend Selected Select All Unselect All


Check Out Status	Selected	Mentor's name	Date of Most Recent Update	Sign Off	Check Out To	View	Check Out	Undo Check Out	Check In	Next Review Date	Status
✓	<input type="checkbox"/>	Test, PEP									Active

Figure 6

To link this mentor to a PEP, click on the 'View' eye symbol as circled in Figure 6. Now click on Practice Environments as shown below in Figure 7. This will show you the PEP that this Mentor is linked to. To add a new PEP, click 'Add New' (Figure 7).

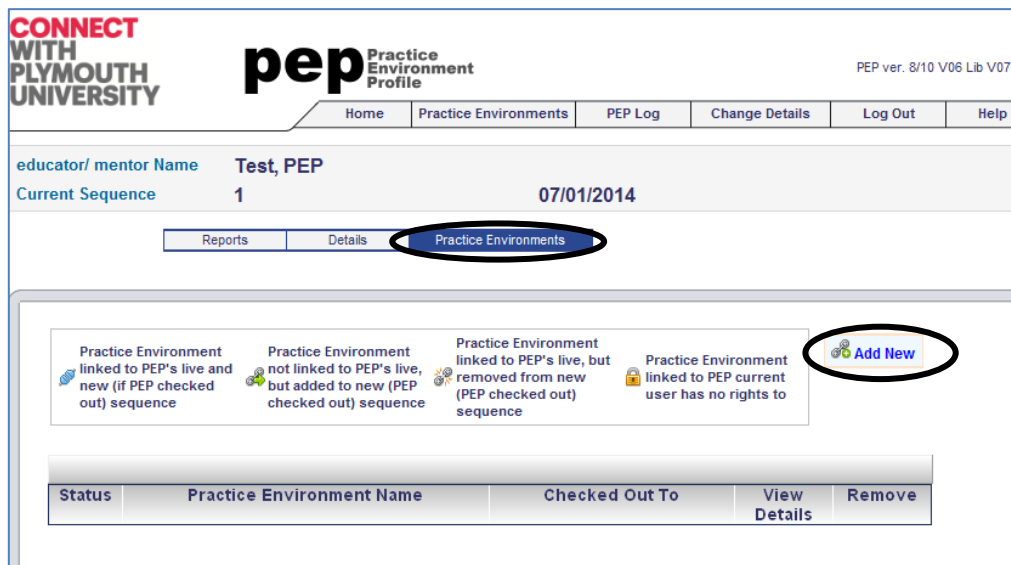


Figure 7

6. Search for the PEP as you would normally when logging into PEP. When you find the PEP you need to add the Mentor to, select it by ticking the box and then click on 'Post' as shown in Figure 8.

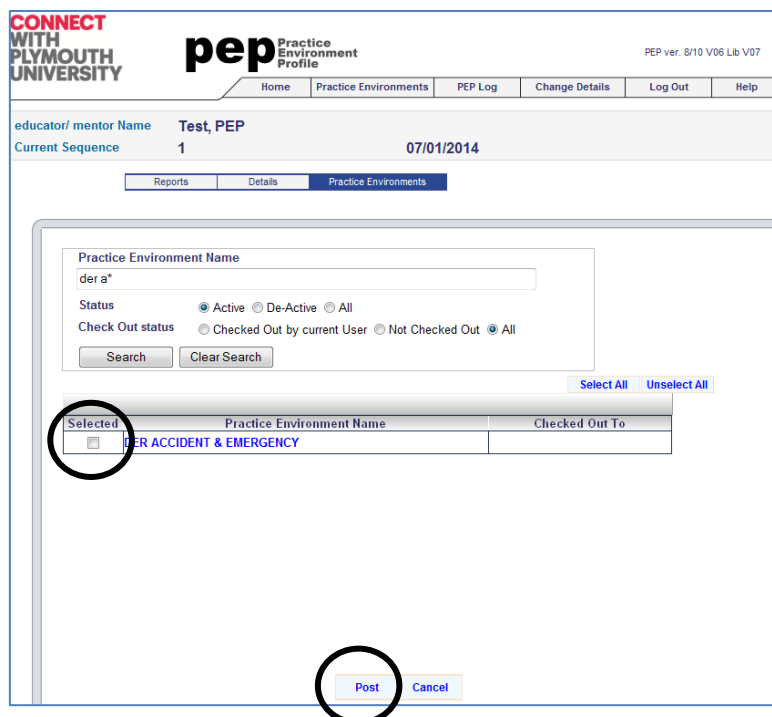
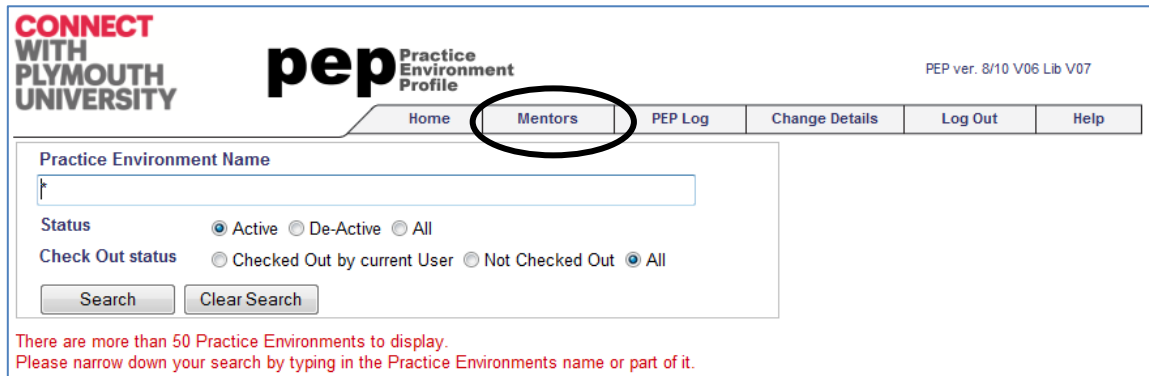


Figure 8

How to Edit Mentor Details

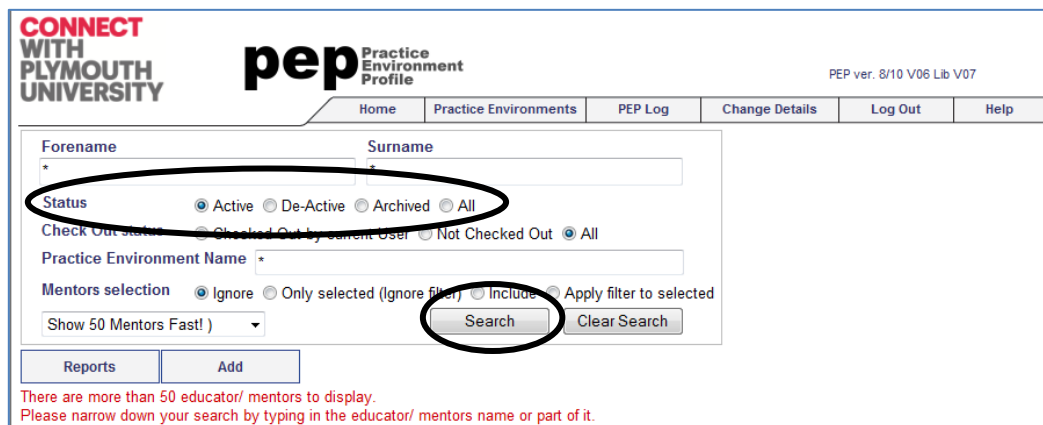
1. Login to PEP as usual.
2. Once logged in, click on the Mentors tab (Figure 9).



The screenshot shows the PEP interface with the 'Mentors' tab selected in the top navigation bar. The main content area displays a search form for Practice Environments. The form includes a text input for 'Practice Environment Name', radio buttons for 'Status' (Active, De-Active, All) and 'Check Out status' (Checked Out by current User, Not Checked Out, All), and 'Search' and 'Clear Search' buttons. A red message at the bottom states: 'There are more than 50 Practice Environments to display. Please narrow down your search by typing in the Practice Environments name or part of it.'

Figure 9

3. To search for a mentor, enter their information in the form below. If you're not sure if the mentor is active or de-active (out of date) please ensure that you select the 'All' status button as circled below. Once you have done this, click on the search button (Figure 10).



The screenshot shows the PEP interface with the 'Practice Environments' tab selected. The main content area displays a search form for mentors. The form includes text inputs for 'Forename' and 'Surname', radio buttons for 'Status' (Active, De-Active, Archived, All) and 'Check Out status' (Checked Out by current User, Not Checked Out, All), a dropdown for 'Practice Environment Name', radio buttons for 'Mentors selection' (Ignore, Only selected (Ignore filter), Include, Apply filter to selected), a dropdown for 'Show 50 Mentors Fast!', and 'Search' and 'Clear Search' buttons. A red message at the bottom states: 'There are more than 50 educator/ mentors to display. Please narrow down your search by typing in the educator/ mentors name or part of it.'

Figure 10

4. You must 'Check Out' the Mentor before you can make any changes. Click on the 'Check Out' button (Figure 11).

CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile

PEP ver. 8/10 V06 Lib V07

Home Practice Environments PEP Log Change Details Log Out Help

Forename: * Surname: test*

Status: ☒ Active ☐ De-Active ☐ Archived ☐ All

Check Out status: ☐ Checked Out by current User ☐ Not Checked Out ☒ All

Practice Environment Name:

Mentors selection: ☒ Ignore ☐ Only selected (Ignore filter) ☐ Include ☐ Apply filter to selected

Show 50 Mentors Fast!) Search Clear Search

Reports Add Amend Selected Select All Unselect All

Check Out Status	Selected	Mentor's name	Date of Most Recent Update	Sign Off	Check Out To	View	Check Out	Undo Check Out	Check In	Next Review Date	Status
✓	<input type="checkbox"/>	Test, PEP									Active

Figure 11

- Once the PEP is checked out, you will need to go into edit mode. To do this click on 'Edit' (Figure 12).

CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile

PEP ver. 8/10 V06 Lib V07

Home Practice Environments PEP Log Change Details Log Out Help

educator/ mentor Name: Test, PEP

New Sequence: 3 Date: 07/01/2014

(check in) Reports Details Practice Environments

Edit Save Cancel

Figure 12

- When you have made your changes, click on 'Save' to exit edit mode and then check the mentor back in by clicking 'Check In' (Figure 12).

How to Remove a Mentor (make them de-active)

- Login to PEP as usual
- Click on the Mentors button as shown in Figure 13

CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile

PEP ver. 8/10 V06 Lib V07

Home Mentors PEP Log Change Details Log Out Help

Practice Environment Name:

Status: ☒ Active ☐ De-Active ☐ All

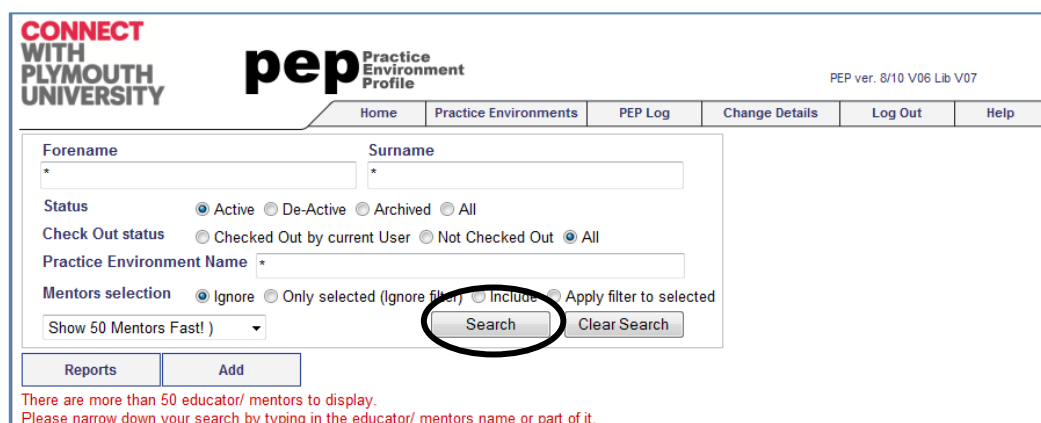
Check Out status: ☐ Checked Out by current User ☐ Not Checked Out ☒ All

Search Clear Search

There are more than 50 Practice Environments to display.
Please narrow down your search by typing in the Practice Environments name or part of it.

Figure 13

- Search for the mentor you wish to remove, enter their information in the form below. Once you have done this, click on the search button (Figure 14).



CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile

PEP ver. 8/10 V06 Lib V07

Home Practice Environments PEP Log Change Details Log Out Help

Forename * Surname *

Status ☒ Active ☐ De-Active ☐ Archived ☐ All

Check Out status ☐ Checked Out by current User ☐ Not Checked Out ☒ All

Practice Environment Name *

Mentors selection ☒ Ignore ☐ Only selected (Ignore filter) ☐ Include ☐ Apply filter to selected

Show 50 Mentors Fast!)

Search Clear Search

Reports Add

There are more than 50 educator/ mentors to display.
Please narrow down your search by typing in the educator/ mentors name or part of it.

Figure 144

- This will bring up the search results. To make a mentor de-active, you need to click on the 'Check Out' button which will give you the option to edit.




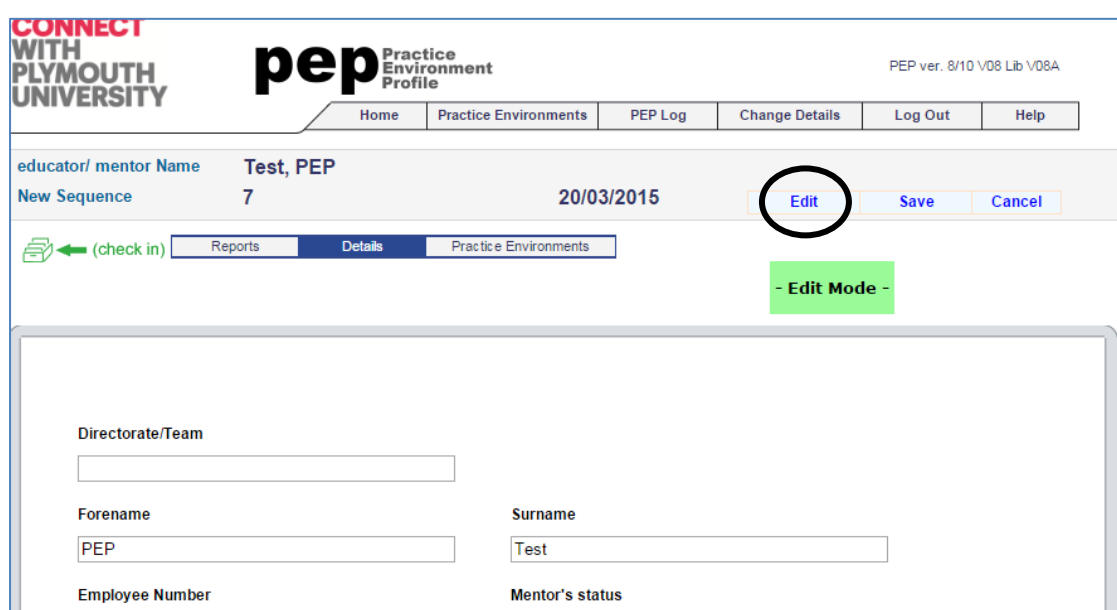
Check Out Status	Selected	Mentor's name	Mentor/Educator Status	Update Completed	Check Out To	View	Check Out	Undo Check Out	Check In	Next Review Date	Status
✓	<input type="checkbox"/>	Test, PEP	Sign Off Mentor								Active

Figure 15

- Now click on the 'edit' button in the top right hand corner.




CONNECT WITH PLYMOUTH UNIVERSITY **pep** Practice Environment Profile

PEP ver. 8/10 V08 Lib V08A

Home Practice Environments PEP Log Change Details Log Out Help

educator/ mentor Name **Test, PEP**

New Sequence **7** **20/03/2015** **Edit** Save Cancel

 (check in) Reports Details Practice Environments

- Edit Mode -

Directorate/Team

Forename Surname

PEP Test

Employee Number Mentor's status

Figure 16

6. Now change the status to 'de-active'.

The screenshot shows the 'pep Practice Environment Profile' interface. At the top, there's a navigation bar with 'Home', 'Practice Environments', 'PEP Log', 'Change Details', 'Log Out', and 'Help'. Below this, the 'educator/ mentor Name' is 'Test, PEP' and the 'New Sequence' is '7'. The date '20/03/2015' is displayed. There are 'Edit', 'Save', and 'Cancel' buttons. A green button labeled '(check in)' is on the left. Below the navigation bar, there are tabs for 'Reports', 'Details', and 'Practice Environments'. A green button labeled '- Edit Mode -' is on the right. The main form area contains several fields: 'Directorate/Team', 'Forename' (with 'PEP' entered), 'Surname' (with 'Test' entered), 'Employee Number', 'Job Title' (with 'Team Leader' entered), and 'Mentor's status'. The 'Mentor's status' field has three radio buttons: 'Active', 'De-Active' (which is selected), and 'Archived'. This field is circled in black.

Figure 17

7. Now click on 'save' in the top right hand corner, and then 'Check in' the mentor again.

This screenshot is similar to Figure 17, but with additional annotations. The 'Save' button in the top right corner is circled in black. The green '(check in)' button on the left is also circled in black. The 'Mentor's status' field remains set to 'De-Active'.

Figure 18

Help

If you need further help with the Mentor/Educator section, please email pepsupport@plymouth.ac.uk and the Support Team will get back to you.